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Supply



**NAVY AVIATION DEPOT-LEVEL REPARABLE
SUPPORT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 23-2, Supplies and Materiel Management and establishes responsibilities and procedures to monitor the control of Navy Aviation DepotLevel reparable (AVDLR) assets in the Navy 01 account. It implements Navy policies on the tracking and processing of documentation. It pertains to reparable Navy assets with equipment expendability, reparability, recoverability cost (ERRC) code XD2 and XF3. It applies to the Naval Field Service Office (FSO), and Logistics Directorate (LG).

SUMMARY OF CHANGES: Office symbols changed due to reorganization; update of Navy acronyms and procedures.

1. GENERAL. This instruction establishes the responsibilities of verifying and processing requests for AVDLR assets, and the requisitioning and tracking of documents. Material accountability through carcass tracking of Navy reparable, 7R and 1RD COG, is the single most critical element to the conservative management of resources in support of Navy operations at AMARC. However, within the Navy carcass-tracking program, it is standard procedure to turn in carcasses under the same document number as used on the exchange requisition. Within the Air Force system, the exchange requisition, the due-out to maintenance and the carcass turn-in documents all use different document numbers. To reconcile this disparity without modifying either the Navy or Air Force program, the procedures in paragraph 2.1.1 will be employed.

2. RESPONSIBILITIES AND PROCEDURES.

2.1. The Forward Supply Management Branch (LGSC), Supply Technicians will:

2.1.1. Input request using transaction exception code 7 (memo due-out) when request is submitted to LGSC.

2.1.2. To prevent any disparities in the carcass tracking program:

2.1.2.1. Ensure all failed units due in from 5G or 5S advice coded requisitions have been submitted to Inventory Control Point (ICP) for processing of staged material with "BC1" documentation.

2.1.2.2. Provide FSO a daily copy of the D23, Due-in from Maintenance Listing.

2.1.3. Initiate action to assign an 8000 series off-line requisition number for all requests and prepare a message using the Military Standard Requisitioning and Issue Procedures (MILSTRIP) format upon receipt of management notice (memo due out). (Message will be faxed to the Naval Inventory Control Point (NAVICP). Forward a copy of the requisition to FSO.)

2.1.3.1. Each MILSTRIP requisition will contain the following required data elements:

2.1.3.1.1. COG (55-56) 7R or 1R.

2.1.3.1.2. Doc ID (1-3) AOA/AOE.

2.1.3.1.3. Routing ID (4-6) N32.

2.1.3.1.4. Media and Status (7) S.

2.1.3.1.5. UIC (30-35) N65965.

2.1.3.1.6. Supplementary Address (45-50) N00383.

2.1.3.1.7. Signal Code (51) B.

2.1.3.1.8. Fund Code (52-53) HM/QC.

NOTE 1: See 2.1.3.2.

2.1.3.1.9. Advice Code (65-66) 5A/5G.

Note 2: See 2.1.3.3.

2.1.3.1.10. Materiel Control Code (73).

NOTE 3: See 2.1.3.4.

2.1.3.2. Use Funds Code:

2.1.3.2.1. HM for payback of NAVICP directed removed items. (Use of HM fund code will be by direction of FSO on a case-by-case basis.)

2.1.3.2.2. Payback requisitioning and due-out establishment will not be accomplished until directed in writing by the NAVICP DET FSO.

2.1.3.2.3. QC for items required due to flight line failure, items missing on induction (MOI) report number must be cited in REMARKS), other items missing from aircraft (investigation must be cited in REMARKS).

2.1.3.3. Use Advice Code:

2.1.3.3.1. 5G for exchange turn-in certification-carcass is in process for shipment off-station.

2.1.3.3.2. 5S for delayed exchange turn-in, must be pre-approved by FSO.

2.1.3.3.3. 5A for nonexchange (no turn-in).

2.1.3.4. Use material control code "H" or "E" for 7R COGS "A" for 1R COGS.

2.1.3.5. Ensure daily requisitions are reviewed subject to the following criteria prior to submission for requirements other than MOI, payback, or flight line failures.

2.1.3.5.1. Requisitions for an actual deficiency **verified by aircraft management functions** (as opposed to forecast) for an aircraft scheduled into work within 30 days or less are valid. These requirements are to be placed for direct due-out release to the aircraft.

2.1.3.5.2. Requisitions against aircraft to be placed into work after 30-day period, but which are pre-approved by the FSO are valid.

2.1.3.6. Annotate offline requisition number on copy of AF Form 2005, **Issue/Turn-in Request**. Ensure offline number is logged in the offline register with the correct information, including the memo due-out document number.

2.1.3.7. Process a special requisition (SPR) using the assigned offline requisition number and link to the memo due-out using Navy 01 account.

2.2. LGSC will:

2.2.1. Prepare a BC1 (Navy unserviceable shipping document) upon receipt of reparable asset from aircraft management functions utilizing the same document number used on the SPR. Prepare a DD Form 1348-1A, **Issue Release/Receipt Document** shipping document (BC1) for each 7R (and 1RD), COG exchange requisition (5G or 5S advice code). The DD Form 1348-1A will include the document number of the exchange requisitions in positions 30-43, the condition code F in position 71, management code (E=exchange, C=excess) in position 72, and enter in block B the following shipping address:

N46433 Navy DLR Agent
Naval Supply Center
North Island Annex, Bldg 661
San Diego, CA 92135

NOTE:

The DD Form 1348-1A shipping document (BC1) for other than exchange requisitions will not be shipped to N46433. Priority and NAVAIR directed removals and reclamation save list would include the shipping directions.

2.2.2. Prepare a DD Form 1348-1A (BC1) document (Navy shipper for reparable only), Attachment 1, to ship the AVDLR carcass back to the Navy Depot (SRAN N46433) UIC using the same document number the replacement item was received on. This action ensures the Navy of matching the correct document number, which in turn enables the Navy to complete the document flow and close their files.

2.3. FSO will:

2.3.1. Provide technical assistance to LG on an as-needed basis.

2.3.2. Maintain log book of all outgoing exchange requisitions (advice code 5G or 5S), including the advice code, document number, NSN or part number, family group code, unit price, by Navy (exchange) document number sequence.

2.4. LGSP, Document Control will retain all copies of SHP documents.

2.5. BC1 documents will be forwarded to FSO.

OFFICIAL

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Attachment 1

**DD FORM 1348-1A RELEASE/RECEIPT DOCUMENT FOR TURN-IN OF UNSERVICEABLE
MANDATORY TURN-IN REPARABLE MATERIAL FROM END-USE**

A1.1. General. Activities turning in unserviceable mandatory turn-in reparable material will prepare a DD Form 1348-1A for each line item as prescribed below. (This format will **not** be used for material held in a stores account.) The material will be consigned to the geographic HUB, or if an authorized exclusion, to the nearest Master Reparable Item List (MRIL) DSP/DOP.

A1.2. Format for Form 1348-1A.

Positions	Field Legend	Explanation and Instructions
1-3	Document Identifier	Enter Document Identifier BC1 (turn-in from end-use).
4-7	Various	Leave blank.
*8-22	Stock Number	Enter NSN including Special Materiel Identification Code (SMIC) when assigned to the item being turned in. The SMIC is equivalent to AF Material Management Code (MMC).
23-24	Unit of Issue	Enter applicable unit of issue.
25-29	Quantity	Enter the quantity being turned in.
30-43	Document Number	Enter the issue document number or replacement requisition document number. If neither applies, construct a document number as follows: Positions 30-35: N46433 Positions 36-39: Julian date Positions 40-43: Serial number
44	Blank	Leave Blank

45-50	Supplementary Address	Enter supplementary address, if required.
51	Signal Code	Enter as appropriate.
52-53	Fund Code	Enter fund code to be credited, if required.
54	Monitoring Activity	Leave blank.
55-56	COG Sym	Enter the applicable dual COG symbol.
57-59	Project Code	Leave blank.
60-61	Priority Code	Enter as indicated in MRIL.
62-70	Various	Leave blank.
71	Supply Condition Code	Enter as applicable (usually F).
72	Management Code	Enter "E" if returned as result of exchange requisition. Enter "C" if returned as excess for credit determination.
73	Material Control Code	Enter as indicated in the MRIL.
74-80	Unit Price	Leave blank.

Block

A	Shipped from	Enter service code, UIC and name of activity making turn-in.
B	Ship to	Enter service code, UIC and name of activity making turn-in.

Block

O	Document Date	Enter date document was created.
P	Supply Condition Code	Enter condition code (same as position 71).

U	--	Leave blank if material is unclassified. If classified, enter appropriate security code. (When a security code is used, all the consignee's copies of the DD Form 1348-1A will be placed inside the container and stamp "Classified Item" in red ink on top right hand corner of each copy.)
V	--	Enter 3M job control number, if applicable.
X, Y	Item Nomenclature	Enter item nomenclature. Also serial number, if required.
AA-CC	--	Enter contract number, project order, etc., if the ultimate consignee is a commercial or interservice repair facility.
DD	--	<p>1. Annotate "FIRM REPARABLE" or "CLAMP REPARABLE" depending on COG, if MMC is E.</p> <p>2. Annotate "RED STRIPE" if turn-in priority is 03.</p> <p>3. Annotate "BLUE STRIPE" if turn-in priority is 06 as indicated in MRIL.</p>
Block	Field Legend	Explanation and Instructions
EE	--	Annotate "PACKAGING REQUIRED" if it is considered that additional packaging by a transshipping activity will be required to prevent damage during subsequent handling and shipment.
11	First Destination	Enter UIC and name of receiving activity if turned over to another Navy activity for transshipment.
12	Date Shipped	Enter Julian date of shipment.